

**EASTERN PLUMAS HEALTH CARE DISTRICT  
MEETING OF THE BOARD OF DIRECTORS  
Thursday, September 27, 2018  
9:30 A.M.**

**EPHC Education Center, Portola Campus, Portola, CA**  
*Minutes*

**1. Call to Order.**

The meeting was called to order at 9:30 am by Mr. Skutt.

**2. Roll Call.**

Present: Jay Skutt, Dr. Paul Swanson, Gail McGrath, Harvey West and Lucie Kreth.

Absent: none

Staff: Katherine Parish, CFO, Shawn Rohan, CNO, and Alanna Wilson, Administrative Assistant

Visitors: Approximately 4 visitors were present at the start of the meeting.

**3. Consent Calendar.**

Ms. McGrath motioned to approve the consent calendar. A second was made by Mr. West. None opposed, the motion was approved.

**4. Board Chair Comments.**

None

**5. Public Comment.**

Dr. Swanson introduced Dr. Marc Nielsen. Dr. Nielsen would like to be considered for the CEO position. Dr. Nielsen is affiliated with EPHC and Banner Lassen. Dr. Nielsen has been Chief of Staff for multiple facilities as well as a Rural Skilled Nursing Director.

**6. Auxiliary Report**

Ms. McBride reported that manager gross sales for the month of June were \$15,597.53, net was \$10,261.14. Volunteer hours in the Nifty Thrifty were 904. Ms. McBride reported scholarships will be awarded in November.

**7. Chief of Staff Report**

Dr. Bugna reported that the Portola Dental Clinic remodel will be done soon and staff is excited. Dr. Roxanne Gould, Pediatric Dentist has joined the dental clinic and sees pediatric patients two days a month.

**8. Committee Reports**

**Finance Committee**

Dr. Swanson reported clinic volumes have been down over the last two months as well as Radiology. The committee discussed ways to increase volumes in multiple areas and services. Dr. Swanson reported the committee felt an enthusiastic and proactive culture shift from the top down would help. A discussion was had regarding the swing census rising and ways to increase advertising for all services offered by EPHC.

**9. Chief Nursing Officer Report:**

Mr. Pimentel reported that nurses will be out on maternity leave. There will be coverage while the employees are out.

Mr. Pimentel reported he is seeking clarification from CHA on the staffing numbers needed in the ER following the state survey.

Mr. Pimentel reported on two upcoming interviews for the Director of Skilled Nursing Loyalton position. In the meantime Lorraine Noble, RN is the Director at both the Portola and Loyalton facilities.

Mr. Pimentel reported he has the approval to hire an ER/Acute Care Manager and will begin the interview process.

Mr. Pimentel reported he will follow up on lab work getting to outside providers and creating various counsels throughout the hospital.

**10. Clinic Director Report**

Ms. Grandi reported that numerous physicians have been reaching out through the website inquiring about open positions in the organization. Ms. Grandi is currently speaking with a cardiologist and an internal medicine physician. Ms. Grandi reported that she has also spoken with a chiropractor who may be interested in working with the organization.

Ms. Grandi reported DHLF featured our PRIME program in a report. They will be looking for additional funding after the PRIME program ends.

Ms. Grandi discussed the changes in the clinic that could allow providers to see more patients such as extended hours or a clinic being open on Saturdays.

**11. CEO Recruitment**

Ms. O'Flanagan introduced Andrea Usher Vice-President at Hunter Ambrose. Hunter Ambrose will be performing the CEO search. Ms. Usher explained that the president of the company will be onsite to meet with Board Members, employees and members of the public to discuss the attributes they find important in the next CEO. The process will include background check, personality results, video recorded interview and onsite visits.

**12. Management Report**

Ms. O'Flanagan stated that managers will be reporting on steps they are taking in their departments to improve customer service. The Board asked what information we receive regarding patient satisfaction. Ms. O'Flanagan stated that patients in the ER are given an I pad to complete a survey. The clinic takes one week a month to complete patient surveys. Ms. O'Flanagan stated that she will bring back a plan from the Executive Team to present to the Board at the October meeting.

**13. Resolution 263**

Dr. Swanson motioned to approve the resolution, Ms. McGrath seconded. None opposed. Resolution 263, Approving and Adopting the USDA Rural Housing Service Grant was approved.

**14. Recommendation for Approval of Policies:**

After review by the Board of Directors, Ms. McGrath motioned to approve policies from the following departments:

Administration

Pharmacy  
Nursing  
Ambulance  
Employee Health  
Cardiopulmonary  
Infection Prevention  
Clinic  
EOP  
EOCC  
Lab

A second was made by Dr. Swanson. All were in favor and the policies were approved.

**15. CFO Report:**

Ms. Parish reported the month of August is usually a productive one at EPHC. Clinic visits were down overall by 14.92% mainly in Portola Medical and Dental clinics. Laboratory services were down 14.16%. Behavioral Health visits are up 212 patients over last year.

A/R days are at 56. We have 105 days cash.

Expenses are down year to date by \$66,739.00.

Ms. Parish reported the loan for the Portola Clinic addition will close in October.

Ms. Parish reported on the Wipfli conference she attended. Main topics discussed were chiropractic, physical therapy and hospice services.

**16. CEO Report:**

Ms. O'Flanagan gave an update on Sierra Valley Healthcare District. There will possibly be a meeting in December. The annexation should be final in early 2019.

Ms. O'Flanagan reported the city declined the grant to purchase the 30 acres from the hospital. The Board will look at pursuing other options for the property.

Ms. O'Flanagan reported the Executive Team continues to meet daily until a CEO is hired.

Ms. O'Flanagan reported that she is currently asking employees what they think the values of the organization are. The results will be reported to the Board.

**17. Board Comments**

Ms. Satchwell reported on the Opioid grant with Plumas County. Ms. Grandi added that the grant included a one year planning period and a possible three year implementation period.

**18. Closed Session.**

Mr. Skutt announced the Board would move into closed session at 11:27 am.; pursuant to Health and Safety Code 32155 and Government Code Section 54957.

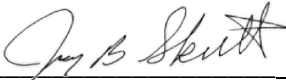
**19. Open Session Report of Actions Taken in Closed Session.**

The Board returned at approximately 12:03 pm and announced:

I. With respect to Health and Safety Code 32155, to review reports on Quality Assurance.

No report.

I. **Adjournment.** Mr. Skutt subsequently adjourned the meeting at 12:04 pm.

  
Approval

10.25.18  
Date